



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

Updated: July 26, 2010

SPECIAL ANNOUNCEMENT

If you print/copy/fax/scan sensitive information and need data security please see below for steps that you can take with the three vendors that currently have copiers throughout the State of Delaware.

Copiers placed under contract 05-091-AC with Toshiba:

Bands 1& 2: Are not equipped with hard drives, therefore information is not stored into the machine. The only image stored will be the last page copied/scanned/faxed/printed, you may copy a blank page with an "X" to cancel out any memory on the copier.

Bands 3 -10 : The Agency must notify Toshiba of the need for a new hard drive when Toshiba is notified 30 days prior to pick up of the machine upon termination of the lease agreement. Toshiba will need both the model number and serial number when making this request.

Option I: KDI will remove the uncleansed HDD and return it to the customer. The customer is responsible for disposing of the HDD. Fee \$345 per HDD.

Option II: KDI will overwrite all of the data on the existing Toshiba MFP, including NVRAM and Fax data. Fee \$440 per HDD.

Option III: KDI will perform option II along with providing the end user customer with the actual MFP HDD. The customer is then responsible for disposing of the HDD. Fee \$690 per HDD.

Each copier will receive a Certification of Completion and the hard drive will be left with the Agency to dispose of. Payment will be made to KDI.

Copiers placed under contract 05-091-AC with Xerox:

Xerox:

All Xerox copiers placed from the State of Delaware Contract have a standard Image Overwrite feature that electronically "shreds" information stored on the hard disk of the machines. To overwrite the machine, follow these steps:

On Tools Screen.

- Press (Authentication/Security Settings).
- Press (Overwrite Hard Disk).
- Press (Scheduled Image Overwrite).

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On the Setting Screen, Select (Daily) or (Weekly) or (Monthly)

- Set (Day), (Hour), (Minutes)
- Select (Save).

Copiers placed under contract GSS-MU-08-091-VM with Canon:

Bands 1& 2: Are not equipped with hard drives. NO information is stored on the copier. The only image stored will be the last impression. At point of pick up, delivery team will make a copy to clear the last impression. *Applicable Models: IR1023/IR1025/IR2022. No further action is required for Band 1 and 2.*

Bands 3 -10 : The Agency must notify Canon of the chosen security option when Canon is notified 30 days prior to pick up of the machine/termination of the least agreement. Canon will need both the model number and serial number when making this request. Canon will make arrangements based on the security options below:

Option I: **Standard Hard Drive Format.** Standard Hard Drive Format will clear all files, job logs, address books, customized user settings, and all other data stored on the hard drive. To overwrite copier, please follow these few steps:

On the front panel.

- Press the Additional Functions Button

On the LCD screen.

- Press the System Settings Button
- Press the Initialize All Data Settings Button
 - You will get a warning that this will clear all settings on the Hard Drive. When OK is selected the format takes place. This should only be done when returning copier.

Option II: **Hard Disk Drive Erase Service.** Canon Business Solutions will provide a Hard Disk Erase service with a 3-pass overwrite process. This removes all Data using a multiple “wipe” process. Meets NIST 800-88 and 800-36 Purge and Clear Standards. Also meets “Sanitize” requirements included in the clearing and sanitation matrix provided by the Defense Security Service, a part of the DOD 5220.M specifications.

Option III: **Hard Disk Drive Replacement.** Canon Business Solutions will replace your HSS with a new blank HSS; the old HDD will be given to end user.

****All copiers completed thru Option I and II will be given a Certification of Completion. Payment will be made to Canon Business Solutions.**

Applicable Models Bands 3-10:

IR3030/IR3230/IR3035/IR5050/IR5055/IR5065/IR5075/IR7086v2/IR7086v2/IR7095v2/IRC3380/IRC3480/IRC4580/IRC5045